

Message Text

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TO AMEMBASSY CARACAS

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E.O. 11652: N/A

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SUBJ: ADMINISTRATIVE ARRANGEMENT FOR LOS CONFERENCE,
CARACAS, JUNE 20-AUG. 29, 1973.

REF: CARACAS 10120

1. DEPARTMENT OFFICERS CONFERRED WITH DR. EMILIO FIGUEREDO IN NEW YORK RE QUARTERS, OFFICE SPACE, ETC. FOR FORTHCOMING CONFERENCE. BASED ON HIS DESCRIPTION OF THE FACILITIES, AND ANTICIPATED NEEDS OF THE US DELEGATION, EMBASSY SHOULD ARRANGE THE FOLLOWING:

A. HOTEL SPACE: TWO EXECUTIVE SUITES AT THE HILTON HOTEL, FOR TWO SENIOR USDEL MEMBERS. FOR THE REMAINDER, AT THE HILTON OR PARQUE CENTRAL, L0 STUDIOS, 20 ONE BEDROOM APARTMENTS, 35 TWO BEDROOM APARTMENTS, 30 THREE BEDROOM APARTMENTS AND 6 FOUR BEDROOM APARTMENTS.

IT IS OUR UNDERSTANDING THAT EXECUTIVE SUITES WILL BE DOLS 50 PER DAY EACH, WHILE OTHER UNITS WILL COST DOLS 350, DOLS 400, DOLS 550, DOLS 600, AND DOLS 650 PER MONTH RESPECTIVELY. EMBASSY SHOULD VERIFY THESE RATES AND REPORT WHETHER CORRECT, AND IF THEY INCLUDE APPLICABLE UNCLASSIFIED

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SERVICE AND TAXES.

B. OFFICE SPACE: DELEGATION WILL REQUIRE APPROXIMATELY 1200 SQUARE METERS OF CONTINGUOUS OFFICE SPACE LOCATED AS CLOSE TO PARQUE CENTRAL AS POSSIBLE.

C. FURNISHINGS: OFFICE FURNISHINGS FOR APPROXIMATELY 40 DELEGATION OFFICERS AND 6 CONGRESSMEN OR THEIR STAFF. IN ADDITION, OFFICE FURNITURE TYPEWRITERS, ETC. FOR 12 SECRETARIES. CONFERENCE ROOM FURNISHINGS FOR APPROXIMATELY 50 PERSONS.

D. EQUIPMENT: IN ADDITION TO THE TYPEWRITERS CITED IN C ABOVE, DELEGATION WILL REQUIRE A HIGH SPEED COPYING MACHINE, SIMILAR TO ZEROX 3600, WITH COLATOR IF AVAILABLE. IF 24 HOUR SERVICE ON SUCH A MACHINE IS NOT POSSIBLE, A LESS EXPENSIVE BACK-UP MODEL WOULD BE REQUIRED TO PROVIDE SERVICE IN EVENT OF OUTAGE OF OTHER MACHINE.

E. TELEPHONES: APPROXIMATELY 30 TELEPHONES WILL BE REQUIRED FOR THE DELEGATION OFFICES.

2. THE DELEGATION WILL ALSO REQUIRE THE FULL TIME USE OF 2 CARS, WITH DRIVERS, IF THIS CAN BE PROVIDED FROM EMBASSY MOTOR POOL, IT WOULD BE APPRECIATED. OTHERWISE, EMBASSY SHOULD ARRANGE FOR RENTAL CARS.

3. AS SOON AS POSSIBLE, DEPARTMENT WOULD APPRECIATE EMBASSY'S CONFIRMATION OF THE HOTEL RATES GIVEN IN 1-A ABOVE, PLUS EMBASSY'S BEST ESTIMATE AS TO THE RENTAL COST OF THE OFFICE SPACE, FURNISHINGS AND EQUIPMENT. RUSH

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